USAID FROM THE AMERICAN PEOPLE

JOB VACANCY ANNOUNCEMENT

U.S. MISSION – ACCRA

ANNOUNCEMENT #: GH17-001

The U.S. Mission in Accra, Ghana is seeking a highly motivated and qualified individual for the position of **Monitoring, Evaluation and Learning (ME&L) Specialist** in the Health, Population and Nutrition Office (HPNO) of USAID/Ghana. The incumbent will be an integral member of both the USAID/Ghana Health team and also the USG interagency President's Emergency Plan for AIDS Relief (PEPFAR) Ghana team. S/he is the USAID Ghana focal point for all strategic planning, M&E and reporting related to PEPFAR. This is a full time senior expert advisor, with primary responsibilities of HIV program management and ME&L for the USAID portfolio and provision of ME&L expertise and management on HIV/AIDS activities as needed within the USG mission.

Education & Prior Work Experience: A Master's degree in public health, epidemiology, demography, public policy, statistics, social or behavior science or related field emphasizing quantitative and qualitative analysis and measurement of public health outcomes is required and a minimum of five to seven years' progressively responsible, professional experience in M&E in health/medical research organization, university or public health program implementation agency is required. At least five years' senior professional M&E experience is required in technical oversight, design, M&E of HIV/AIDS programs and research activities - this should include developing performance management plans; selecting indicators and developing targets; conducting evaluations, surveys and assessments; evaluating research techniques and methodologies; designing log frames; reporting on project activities; managing M&E databases; use and manipulation of data spreadsheets, and other tasks related to monitoring, evaluation and learning. Minimum of two years' experience in budget management, e.g., planning, managing and analysis of expenditure levels and funding pipelines; developing budgets; managing funding flows to ensure seamless activity implementation; and analysis of expenditures and contribution to actual results. Excellent communication skills in English (Level IV fluency- speaking/reading/writing) and ability to speak at least one Ghanaian language is required. Computer and Language proficiencies will be tested.

For full requirements and position description, please log on to the following websites:

http://www.usaid.gov/west-africa-regional/work-with-us/careers; http://www.usaid.gov/ghana/work-with-us/careers; or http://ghana.usembassy.gov/jobopportunities.html

Salary range (FSN-11) = $GH \notin 77$, $305.00 - GH \notin 115$, 970.00 p.a. (depending on qualification and experience)

Interested individuals should submit a signed cover letter, relevant certificates and CV with references to:

Regional Executive Office USAID/West Africa P.O. Box 1630, Accra

Or by Email to: acpersonnel@usaid.gov

<u>Note:</u> When submitting your application via email, start the subject line with the position title. Failure to state this and submit signed letter with relevant documents will result in a determination that the applicant is not qualified. Only shortlisted applicants will be contacted.

ALL U.S. AND NON-GHANAIAN CITIZENS, WHO ARE NOT FAMILY MEMBERS OF USG EMPLOYEES OFFICIALLY ASSIGNED TO POST AND UNDER CHIEF OF MISSION AUTHORITY, MUST ATTACH COPIES OF THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO THEIR APPLICATIONS TO BE ELIGIBLE FOR

CONSIDERATION. NO RELOCATION EXPENSES ARE PROVIDED TO THE JOB LOCATION: ACCRA, GHANA. IF TRANSPORTATION TO ACCRA IS REQUIRED, IT WILL BE THE EMPLOYEE'S RESPONSIBILITY.

CLOSING DATE: April 6, 2017

USAID/Ghana anticipates awarding one Personal Services Contract (PSC) regarding this announcement. Please note that this does not constitute any guarantee that a PSC will be awarded as result of this announcement.

POSITION DESCRIPTION MONITORING, EVALUATION AND LEARNING SPECIALIST

BASIC FUNCTION OF POSITION:

The Monitoring, Evaluation and Learning (MEL) Specialist will be an integral member of both the USAID/Ghana Health team and also the USG interagency President's Emergency Plan for AIDS Relief (PEPFAR) Ghana team. S/He is the USAID Ghana focal point for all strategic planning, M&E and reporting related to PEPFAR. This is a full time senior expert advisor, with primary responsibilities of HIV program management and MEL for the USAID portfolio and provision of ME&L expertise and management on HIV/AIDS activities as needed within the USG Mission. The ME&L Specialist will be responsible for the design, implementation and oversight of 1) USAID Ghana HIV and HIV-related program data; 2) the HIV/AIDS portfolio's M&E plan for reporting to USG agencies, including the USG PEPFAR Ghana interagency team, OGAC and USAID Washington; and 3) M&E-related technical guidance and trainings to USAID Ghana HIV/AIDS implementing partners, including both local NGOs and the GOG, with respect to the increased data collection, management, analysis and use under PEPFAR. S/he will provide a full range of AOR/COR and/or Activity Manager Oversight and professional management, implementation and direction to programs/projects engaged in ME&L activity implementation. S/He will represent USAID, its M&E activities and program to senior Government of Ghana (GOG) counterparts, bilateral and multilateral donor agencies, to local and international organizations, the private sector and the broader USG interagency PEPFAR Team. The ME&L Specialist will initiate and support learning and/or collaborative events that can showcase USAID HIV/AIDS activities and promote learning amongst stakeholders, including the dissemination of lessons and best practices. Given that USAID represents 72% of the PEPFAR Ghana portfolio, the ME&L Specialist plays a critical, cross-cutting role that affects not only the direction and progress of USAID Ghana's HIV/AIDS portfolio but also of the USG PEPFAR Ghana program.

The incumbent coordinates, measures, harmonizes and aligns appropriate, high quality implementation and strengthening of monitoring processes, evaluation objectives, data dissemination tools and knowledge management systems within and amongst USAID Ghana HIV/AIDS projects. In close collaboration with the USAID Ghana MEL staff and the PEPFAR Ghana Strategic Information (SI) team, S/He will be responsible for providing high-level quality control for the overall USAID Ghana HIV/AIDS portfolio results to be reported into PEPFAR and USAID systems - from indicator and reporting guidance for alignment to USAID and PEPFAR development objectives to data capture (paper and electronic) to data management and processing to data analysis, and ultimately to data use for program management at all levels. The ME&L Specialist will have a deep understanding of PEPFAR and USAID policies, guidance, directives and development principles to appropriately advise USAID Ghana on the measurement and evaluation of USAID Ghana's HIV/AIDS contributions for data-informed decision making and toward achieving PEPFAR and national targets. With direct reporting to the HIV/AIDS Team Leader, this position is located in the Health, Population and Nutrition Office at USAID/Ghana in Accra and will require travel both in Ghana and internationally.

MJOR DUTIES AND RESPONSIBILITIES:

% OF TIME

A. Monitoring and Evaluation

(40%)

Lead and coordinate technical assessments for USAID-supported HIV/AIDS activities by ensuring that performance monitoring systems are in place and are compliant with current USAID and PEPFAR policies and guidance. Actively lead efforts in local M&E capacity building, training and ongoing support for USAID HIV/AIDS partners to strengthen the collection, analysis, visualization, management and use of quality data for strategic planning, program design and direction as well as for establishing activity targets for implementation. Establish schedule for and implement M&E of USAID HIV/AIDS activities at the operational level, including periodic data quality assessments (DQA) and Site Improvement through Monitoring Systems (SIMS). Provide documented site visit reports which track progress against program descriptions, implementation plans and work plans; assess progress and barriers to achievement; recommend action for improvement and/or modifications to address programs; and document and highlight results. Liaise directly with USAID GIS staff to effectively ensure integration of geospatial data into the HIV/AIDS portfolio across implementing partners (where appropriate) for improved planning, design, monitoring, evaluation and reporting of activities. Stay current on training, policy and strategy related to PEPFAR M&E and SI and overall impacts on program design, implementation and oversight. Maintain up-to-date knowledge of HIV and AIDS survey and surveillance data, epidemiological and evaluation literature on both national and international levels. Manage various data streams that can inform USAID HIV/AIDS programming strategies and decision making processes, including but not limited to expenditure and budget, quality improvement, epidemiological and programmatic data sources.

Evaluation - Manage the development, review and approval processes for USAID-supported HIV/AIDS research and performance evaluation activities for appropriateness of proposed research topic, study design, statistical analysis plan, evaluation implementation and management, data collection management and data use and final report outlines. Manage evaluation activities (where appropriate) and support USAID HIV/AIDS implementing partners in evaluation process from start to completion, with full adherence to, and implementation of USAID's Evaluation Policy. Ensure that evaluation recommendations are referenced in program reviews and integrated into new project designs for HIV/AIDS programming. Manage evaluation data and facilitate its use and importation to inform decision making processes. Support USAID HIV/AIDS team and implementing partners with the ability to visualize, analyze and better use evaluation data products.

B. Program Management

(30%)

Management - Serve as focal point for all HIV investments that support monitoring and evaluation, operations research and data dissemination. Serve as Agreement/Contract Officer's Representative (A/COR) for designated USAID-funded, multi-year health contracts, grants and/or cooperative agreements. Serve as Activity Manager (and/or HIV Liaison to designated AOR) for HIV investments in USAID Ghana-supported health projects and in designated USAID/W Global Health Bureau central mechanisms implemented in Ghana. For example, in Fiscal Year 2017 (FY17), the incumbent will manage a total of \$650,000 for two such mechanisms – 1) The Evaluate for Health Project being implemented by Management Sciences International as USAID Ghana's flagship M&E project that actively supports increased M&E capacity of all health implementing partners. 2) The MEASURE Evaluation Phase IV Project being implemented by University of North Carolina at Chapel Hill to conduct performance evaluation activities for USAID Ghana's flagship HIV project as well as to inform the project's development of an Evaluation, Research and Learning Agenda. The incumbent will have financial management as one of his/her core responsibilities. Related tasks include ensuring that obligations, expenditures, and budget pipelines conform to work plans; ensuring appropriate and timely incremental funding of activities: tracking both financial and material resources; preparing quarterly accrual estimates; ensuring accurate and timely reporting of program finances (including PEPFAR's annual Expenditure Analysis) and progress status; reviewing actual financial performance against approved budget; and explaining variances on a regular basis.

Strategic Planning and Program Reporting - Outline strategic and technical guidance and in close collaboration with the USG PEPFAR Ghana team, also leads the coordination of M&E results from USAID Ghana HIV/AIDS implementing partners for the preparation of planning and reporting

requirements for PEPFAR and USAID, including the Operational Plan, Country Operational Plan, Performance and Planning Report, Reprogramming actions, semi-annual and annual progress reports including portfolio reviews, and the Congressional Notifications. Review, analyze and synthesize all inputs submitted by USAID Ghana HIV/AIDS partners and prepare program area narratives and summaries. Lead and coordinate the substantial review, technical insights and direction provided to implementing partners in development and monitoring of work plans and Performance Management Plans (PMP); use of standardized indicators; tracking and reporting of results and progress; documentation of lessons learned and best practices; and reporting of activity performance and data in quarterly and annual progress reports. Conduct regular site visits and routinely meet with implementing partners to monitor program implementation and any barriers to achievement. Provide clear and timely guidance to partners on reporting requirements as well as undertaking data clean up. Provide expert advice on program targets and analyze program results against targets and make recommendations for corrective actions if needed. Based on personal observations, assessment reports, performance statistics and other available data, make programmatic recommendations to the USAID and USG PEPFAR Ghana teams. Provide oversight and assistance in the preparation of planning and required documentation to support USAID Ghana HIV/AIDS program activities, including Project Appraisal Document (PAD), scopes of work and accompanying budgets, action memoranda, procurement and assistance instruments, closeout plans, final reports, equipment disposal, and implementation of final evaluation and audit recommendations. Reviews and ensures that USAID Ghana's HIV/AIDS mechanisms are accurately captured in descriptive information, summary results and analyses generated from PEPFAR Expenditure Analysis, Data for Accountability, Transparency and Impact (DATIM), Site Improvement Monitoring Systems (SIMS) and other required data-driven processes and systems. Provide technical evaluation of the development and review of scopes of work and Requests for Applications/Proposals, applications for funding, supplemental awards, and requests for extensions to ensure that the latest M&E strategies and best practices are incorporated. Manage data and produce a wide range of public and internal information products such as maps, photos, tables, charts, images and other visual arts that best depict successful impacts of USAID-supported programming.

Administration - Assist in coordination and management of logistical and administrative tasks for scheduled meetings/events, USAID and USG PEPFAR Ghana Temporary Duty Officers, and other in-country visitors in showcasing the USAID Ghana health portfolio. Maintain files and records specific to the USAID Ghana HIV/AIDS program activities. Responsible for data integrity and security of information in the reporting databases, that may relate to HIV/AIDS infection. Other program files include reports, meeting summaries and minutes, copies of all grants/cooperative agreements/contracts, email communication, audit reports, research determinations, panels, and awards. Whenever possible, these records will be filed electronically. Perform other duties as assigned.

C. Collaboration, Learning and Adapting

(15%)

Lead, coordinate and manage analysis, review, interpretation and presentation of USAID HIV/AIDS activity data to better understand implications of performance data for the activity; how to use it effectively for decision-making and management in strategic prioritization of resources, policy formulation and program planning and; to ensure flexibility in activity implementation to improve performance. Support learning and/or collaboration events across USAID HIV/AIDS implementing partners to promote learning among stakeholders in health and HIV/AIDS, including the dissemination of lessons and best practices.

D. Representation and Interagency Coordination

(15%)

Provide high-level, consistent and credible representation of the USAID Ghana HIV/AIDS portfolio to other USAID Ghana offices, USAID West Africa, USAID Washington, other USG PEPFAR Ghana agencies, Ghana AIDS Commission, Ministry of Health and its agencies including Ghana Health Services (and other ministries or government entities as appropriate), multilateral organizations including UNAIDS and The Global Fund, other bilateral donors, NGO partners and civil society

organizations. Working closely with the USG PEPFAR Ghana team, the incumbent will maintain frequent contact to coordinate portfolio directions; strengthen cross-collaboration; and seek opportunities to leverage other donor assistance in support of USAID objectives. As a senior member of the USAID Ghana Health Office, the incumbent will be expected to exercise visible leadership of the M&E technical program area for the USAID Ghana HIV/AIDS team and portfolio. S/he will serve as key leader in USAID's interagency collaboration with other USG PEPFAR agencies to appropriately inform the strategic direction for PEPFAR M&E and SI activities and to coordinate and strengthen the collection, preparation, submission, and quality assurance of data in accordance with PEPFAR guidance. Engage in multiple national-level fora (including national-level Technical Working Groups) with Ghana Government officials, multilateral organizations, bilateral donors, and civil society stakeholders for critical analysis and discussion on HIV/AIDS policy priorities, program initiatives, advocacy platforms, dissemination of newly gained technical knowledge such as best practices and revisions to nationally accepted strategies, policies and guidelines to HIV/AIDS programming related to strategic information, activity results definition and reporting.

QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

Applicants must address each required qualification listed below with specific information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

- a. **Education:** A Master's degree in public health, epidemiology, demography, public policy, statistics, social or behavior science or related field emphasizing quantitative and qualitative analysis and measurement of public health outcomes is required.
- b. **Prior Work Experience:** A minimum of five to seven years' progressively responsible, professional experience in M&E in health/medical research organization, university or public health program implementation agency is required. At least five years' senior professional M&E experience is required in technical oversight, design, M&E of HIV/AIDS programs and research activities this should include developing performance management plans; selecting indicators and developing targets; conducting evaluations, surveys and assessments; evaluating research techniques and methodologies; designing log frames; reporting on project activities; managing M&E databases; use and manipulation of data spreadsheets, and other tasks related to monitoring, evaluation and learning. Minimum of two years' experience in budget management, e.g., planning, managing and analysis of expenditure levels and funding pipelines; developing budgets; managing funding flows to ensure seamless activity implementation; and analysis of expenditures and contribution to actual results.
- c. Language Proficiency: Excellent communication skills in English (Level IV fluency speaking/reading/writing), including the ability to synthesize and succinctly present material is required. The incumbent will need to act as interpreter/translator (Level IV fluency) in detailed interviews conducted as part of monitoring & evaluation visits in PEPFAR-supported regions; therefore, the ability to speak at least one Ghanaian language is required
- d. Job Knowledge: Must have advanced knowledge of qualitative and quantitative research methods; monitoring, evaluation and learning methodologies; data quality assurance; analysis of reporting; and best practices in data dissemination and data usage. Advanced knowledge of data management processes and tools including web-based data management systems. Strong knowledge of GIS and mapping technology, data analysis and visualization practices. Technical knowledge in industry-standard GIS software (ArcGIS, QGIS, MapBox, Leaflet.js, CartoDB, etc.);

advanced knowledge of HIV and AIDS modeling of incidence and prevalence and the ability to interpret modeling results in a meaningful way to a layperson audience, strong knowledge of Ghana's health information systems, public health organizations, HIV/AIDS epidemiology over time, and the National Response to HIV/AIDS. Must have strong knowledge of administrative requirements, budgeting and fiscal management processes and procedures related to managing contracts, agreements and/or grants; good working knowledge of international development operational procedures, regulations and business practices including financial management principles. Must have working knowledge of team management techniques to plan, organize and direct multidisciplinary project teams and activities and overall administrative requirements, fiscal budgeting and management in support of contracts/cooperative agreements/grants/purchase requisitions and knowledge of the culture, socio-cultural norms, and the public health capacities in Ghana.

Skills and Abilities: Must have significant experience in provision of technical assistance on monitoring and evaluation and in management of data information and evaluations on large scale, complex health and/or HIV/AIDS activities; strong quantitative and analytical skills, ability to develop evaluation protocols, and conduct target setting with measurable outcomes, advanced ability to locate, analyze, organize, and interpret factual data and to concisely present findings in both oral and written form. Must have excellent organizational and collaborative skills with competency in effective communication, facilitation and negotiation between various stakeholders resulting in measurable, positive outcomes; strong ability to manage data sets (and triangulate analyses) from disparate sources and in different formats; Exceptional computer skills and knowledge of software program applications authorized for USAID use, e.g., Microsoft Word, Excel, Access and PowerPoint, advanced proficiency in word processing, spreadsheets and databases. Must demonstrate skills with data analysis software such as Epi-Info, STATA or SAS. Possess strong ability for analysis, interpretation and design of new program strategies, management and implementation approaches, which would include the development of survey indicators and monitoring systems, evaluation methodologies, use of reliable and valid instruments, field experience in data collection, and methods in data analyses and proven leadership, management, facilitation, coordination, interpersonal, and teamwork skills. Must have sound judgment, tact and diplomacy, and proven ability to work under pressure to meet project deadlines or dates for special events; Ability to conduct training in the use of data analysis and visualization to inform programmatic decisions and willingness to travel 25% in Ghana and internationally.